

MEETING CONDUCT

The School Board desires to conduct its meetings effectively and efficiently. All Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and other designated persons.

Parliamentary Procedure

School Board meetings shall be conducted by the president in a manner consistent with adopted School Board bylaws and generally accepted parliamentary procedures.

Quorum

Three members of the Board shall constitute a quorum for the transaction of business. In the absence of a quorum, the only official action that the remaining members may take is to adjourn the meeting to another time and date, and to take such action as is necessary to obtain a quorum at this meeting or subsequent meetings.

Voting Procedures

1. Three or more affirmative votes are required to pass any issue properly placed before the Board for consideration.
 2. Voting on matters having a financial or policy impact on the district shall be by roll call vote and shall be properly recorded.
 3. Any member of the Board may request a roll call vote on any issue properly before the Board for consideration.
 4. On all roll call votes, the recording secretary in calling for the vote shall use an established rotation. In all instances, the student representative shall vote first and the president shall vote last.
 5. Voting on all other matters may be by show of hands or voice vote as the president directs.
 6. The president may declare non-financial or non-policy issues as having Board approval after having asked the members if there is objection and receives none. In such instances the record shall show unanimous assent.
 7. The minutes shall show how each member voted on any official action or if the member abstained from voting due to a conflict of interest.
 8. Every Board member in attendance must vote on all issues except when excused by formal action of the Board due to conflict of interest.
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Abstentions

The Board recognizes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains because of a conflict of interest or for any other reason, his/her abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

Public Participation

Because the Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board.

1. The Board shall give members of the public an opportunity to address the Board under Guests to be Heard or before the Board consideration of each item. Under Guests to be Heard, members of the public may bring before the Board matters that are not listed on the agenda of a regular meeting. The Board may refer such a matter to the Superintendent or designee or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.
 2. A person wishing to be heard by the Board shall first be recognized by the president. He/she shall then identify himself/herself and proceed to comment as briefly as the subject permits.
 3. Individual speakers will be allowed 3 minutes to address the Board.
 4. With Board consent, the president may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.
 5. No oral presentation shall include charges or complaints against any employee of the Board, including the Superintendent, regardless of whether the employee is identified by name or by another reference which tends to identify. Charges or complaints against employees must be submitted to the Board under the provisions of Board policy and administrative regulations related to such complaints.
 6. No disturbance or willful interruption of any Board meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and order the room cleared, if necessary,
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Disruption of Board Meetings

The board meeting is an orderly public meeting. In the event any person becomes disruptive to the business or discussions of the board, said person will be subject to the following:

1. The person conducting the meeting will ask the person in question to stop the disruptive behavior or leave the meeting.
2. If disruption continues, the person conducting the meeting will direct the superintendent or designee to call the police and request that the person in question be removed from the meeting.
3. The person conducting the meeting will recess the meeting until the disruptive person is removed and it is possible to restore order.
4. The superintendent shall file charges against the disruptive person(s) with the police department in accordance with the laws of Alaska and the ordinances of the Borough of Wrangell.

Absence from Meetings

When a member of the Board, having been notified of the regular meeting of the Board, shall be absent from three consecutive regular meetings without having been excused by the President of the Board prior to the meeting, the other members of the Board may declare the position vacant and shall notify the ex-member by registered mail, provided that the vacancy shall then be filled as provided in AS 14.14.080.

All absences by board members at regular meetings shall be recorded in the minutes of the meetings as being excused or unexcused.

The President of the Board shall have authority to excuse a board member from attendance at a meeting for good and sufficient cause.

Board members shall make a reasonable attempt to inform the president of their inability to attend a board meeting sufficiently in advance of the meeting.

Adoption Date: October 3, 1988
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